

DATE: May 30, 2000; Revised November 9, 2006

TO: Office of Drinking Water Staff

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SUBJECT: Surveillance and Regulations  
SDWIS DATA REPORTS AND RETRIEVAL PROGRAM (R&R)

R&R is a computer application designed to generate reports of information stored in the Safe Drinking Water Information System (SDWIS). This application also serves as a database to store information pertinent to VDH-ODW operations that is not currently stored in SDWIS. Use of the following R&R features is mandatory.

System Data

Lead Notice Date	Permit Effective Date
Cross-Conn. Approval Date	Bacti SSP Approval Date
Consent Order Date	Other SSP Approval Dates as required
Source Water Assessment Date	Capacity Development Assessment Date

Bacti Results – These results from the State Laboratories are imported and compiled electronically in the Central Office. All field offices will download results on a regular (once a week at a minimum) and as-needed basis. Users also have the ability to edit and add results from private labs. Bacti Frequency Override (when applicable).

Facilities – Source Water Assessment Inventory, GWUDISW Inventory and GWUDISW date for *sources*. Beta particle and photon emitter vulnerability determinations for Community water system sources. An MPN Frequency must be selected if the PWS takes routine MPN samples.

VOP – All field offices must record mandatory data elements into this module for Water Systems with conventional filtration.

Chem Schedules – All field offices will enter and maintain chemical sampling schedules in this module. This information is submitted electronically to the State Laboratory to order kits for waterworks. This order is sent 5 weeks prior to the start of each quarter. Routine, compliance results that are entered into SDWIS (manually or electronically from the State Laboratory) will update the scheduler information.

Print New Forms by PWS – Used to generate paper input forms, kit order forms and labels for ordering non-scheduled (special, confirmation, emergency, etc.) kits from the State Laboratory.

Inspections – All field offices will record all inspection information displayed on the Inspection tracking edit screen. This inspection information is automatically transmitted to the Central office during the download of bacteriological results which is performed daily.

Pb Cu Basics – All field offices must record lead and copper sampling information using this module.

CCR – All field offices must record Consumer Confidence Report dates into this module.

Current R&R User's Guide	Version 5.13 – May 30, 2000 (revised Nov. 9, 2006)
Location	<a href="\\odwsrv1\odwshare\03-Memos\301-Active Working Memos\301.02-Forms Letters Manuals\WM824\R&amp;RUsersGuide.pdf">\\odwsrv1\odwshare\03-Memos\301-Active Working Memos\301.02-Forms Letters Manuals\WM824\R&amp;RUsersGuide.pdf</a>
Revision Highlights	<p>Instructions required for new features in R&amp;R. Revision history for this release from Appendix B of the R&amp;R User's Guide:</p> <p>All Pages – Changed footer and cover page to reflect current R&amp;R version 5.13.</p> <p>Page 11 - Quick Look CCR Tab – New option to report by CCR Received Date.</p> <p>Page 13 - Quick Look Facilities/Points – New option to report by Beta Particle/Photon Emitters Vulnerability Assessment completion.</p> <p>Page 16 - 90<sup>th</sup> Percentile Report – Qualified that only compliance results for points on Distribution Systems facilities are reported.</p> <p>Page 17 - Three new reports to track Pb &amp; Cu Public Education Requirements</p> <p>Page 39 - New tracking module for Beta Particles and Photon Emitters Vulnerability determinations.</p> <p>Page 49 - Chem Scheduler – new feature to perform bulk edits on all Pb &amp; Cu schedules for a particular facility.</p> <p>Page 58 - PbCu Basics – added instruction that a prompt to create a public education record will appear when the user enters a value greater than 0.015 for Lead. In previous versions, the PE record was automatically created.</p> <p>Page 60 - PbCu Basics – Public Education module – Added instructions for the new copy feature to make a duplicate PE record.</p> <p>Page 62 - CCR data – Added explanation for new data field: CCR Copy Received date</p> <p>Page 78 - District Reports – Two new reports for tracking beta particles and photon emitters data.</p>

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